



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVNOTE 1700
Ser DNSC/4U661936
3 Jan 05

OPNAV NOTICE 1700

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: VICE CHIEF OF NAVAL OPERATIONS (NAVAL SHORE ACTIVITIES)
2005 SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) OPNAVNOTE 5400 dated 18 Jun 03

Encl: (1) Naval Shore Activities Primary Nominating Commands
(2) Chief of Naval Operations Staff Nominating Commands
(3) Sample Nomination Format

1. Purpose. To implement the Vice Chief of Naval Operations (VCNO) Naval Shore Activities (NSA) Sailor of the Year (SOY) program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) provides details of the Chief of Naval Operations (CNO) SOY program. The CNO Shore SOY board convenes in May 2005. The VCNO selects one candidate to represent NSA in the CNO shore competition.

3. Eligibility. The period of eligibility for VCNO NSA SOY is 1 January to 31 December 2004. Enclosure (4) to reference (b) lists the Index of Shore commands by activity. Each Echelon 2 Command will be a primary nominating command for NSA SOY, with the exception of those attached to command under Fleet Commanders, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Commander, Naval Education and Training Command, which conduct separate selection processes. Commander, Naval Installations will conduct the Shore Sailor of the Year Board for the Navy Regions and forward the results to OPNAV for competition in the VCNO Shore Sailor of the Year Program.

a. The following individuals in pay grades E-4, E-5 and E-6 are eligible to compete for NSA SOY:

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(1) Active duty Navy.

(2) Navy personnel serving as Training and Administration of Reserve (TAR).

(3) Naval Reserve personnel serving on Active Duty for Special Work (ADSW). ADSW personnel should be considered along with other personnel from their permanent duty station instead of the unit to which assigned for Temporary Additional Duty (TAD).

(4) Navy personnel working outside the traditional Navy chain of command (i.e. Joint commands, Federal agencies, etc.).

(5) Navy personnel must be fully eligible for advancement in all respects for advancement to the next higher paygrade. First Class Petty Officers must be "Board Eligible" for Chief Petty Officer to compete at the Echelon 1 level.

b. The following persons are not eligible to compete for NSA SOY:

(1) Those in paygrade E-6 selected for E-7.

(2) Canvasser recruiters or support personnel eligible for Enlisted Recruiter of the Year or Enlisted Reserve Recruiter of the Year.

(3) Those attached to commands under Fleet Commanders, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Commander, Naval Education and Training Command which conduct separate selection processes.

4. Responsibility

a. Director, Navy Staff shall establish a board to interview and select the NSA SOY from nominees of primary nominating commands listed in enclosure (1).

b. Director, Navy Staff shall establish a board to interview and select the OPNAV SOY from nominating commands listed in enclosure (2), and all other nominating commands not listed in enclosures (1) or (2), but meet the criteria established in paragraph 3.b (3) of this instruction.

5. Action

a. Commands listed in enclosure (1) must submit their nomination packages to:

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(1) Director, Navy Staff, ATTN: OPNAV Command Master Chief (DNSC), 2000 Navy Pentagon, Room 5A514A, Washington, DC 20350-2000.

(2) Nomination packages must arrive no later than 1600, **18 March 2005**. Packages must be sent via Federal Express, courier or United States Postal Service priority mail. Electronic submissions or faxed copies will not be accepted. Questions concerning packages may be addressed to the OPNAV CMC at commercial (703) 614-2927 or DSN: 224-2927. The 2005 NSA SOY board will convene **23 March 2005**. The board will review all packages and select five or six finalists from initial entries by **25 March 2005**. Initial notification of finalists will be made through commanding officer or command master chief. Finalists will receive TAD orders to Director, Navy Staff **13-15 April 2005** for personal interviews leading to selection of the 2005 NSA SOY. Information for TAD assignments will be issued by separate correspondence.

b. Commands listed in enclosure (2) must submit their nomination package to: Director, Navy Staff, ATTN: OPNAV Command Master Chief (DNSC), 2000 Navy Pentagon, Room 5A514A, Washington, DC 20350-2000. Nomination packages must arrive no later than **11 February 2005**. Five finalists will be selected and receive TAD orders to Director, Navy Staff **2-4 March 2005** for personal interviews leading to selection of the 2005 OPNAV SOY. Information for TAD assignments will be issued by separate correspondence.

c. Joint commands should submit their nomination through their Navy component command.

d. All official travel costs and per diem associated with all levels of the NSA SOY competition will be funded by the primary nominating command.

6. Nominating Format. Enclosure (3) provides a sample of the correct nomination format. Nomination packages at all levels shall include a Personal Award Recommendation (OPNAV 1650/3) for a Navy Commendation Medal. Each nominating command must forward an original package plus six complete copies of entire package as well as a 3.5" disk containing the complete package in Micro-

soft Word format, including command endorsement, e-mail addresses, and phone numbers of the commanding officer and command master chief. Per reference (a), persons selected to advance to the next level of competition will not be awarded

any medal pending outcome of competition. Nominees not selected

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to advance as finalists will receive a Navy and Marine Corps Commendation Medal drafted and issued by their primary nominating command. Do not use highlighting, double-spacing, bold, or special print fonts.

7. Report and Form

a. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.

b. OPNAV 1650/3 (1-84), Personal Award Recommendation, S/N 0107-LF-128-0900, may be obtained through the Navy Forms Online website at <http://forms.daps.dla.mil>.

A. T. CHURCH III
Vice Admiral, U.S. Navy
Director, Navy Staff

Distribution:

Electronic only, via Navy Directive Website
<http://neds.daps.dla.mil/>

NAVAL SHORE ACTIVITIES PRIMARY NOMINATING COMMANDS

All Echelon 2 Commands as outlined in OPNAVNOTE 5400 with the exception of those attached to commands under Fleet Commanders, Commander Naval Reserve Force (inactive duty Naval Reservists in an active drill status), and Commander, Naval Education and Training Command.

1. COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND
2. DIRECTOR, STRATEGIC SYSTEMS PROGRAMS, WASHINGTON, DC
3. COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND, SAN DIEGO, CA
4. COMMANDER, NAVAL SPECIAL WARFARE COMMAND, CORONADO, CA
5. COMMANDER, NAVAL RESERVE FORCE, NEW ORLEANS, LA
6. COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND, MECHANICSBURG, PA
7. COMMANDER, NAVAL AIR SYSTEMS COMMAND, PATUXENT RIVER, MD
8. COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND, WASHINGTON, DC
9. COMMANDER, NAVAL SEA SYSTEMS COMMAND, WASHINGTON, DC
10. CHIEF OF NAVAL PERSONNEL, MILLINGTON, TN
11. CHIEF, BUREAU OF MEDICINE AND SURGERY, WASHINGTON, DC
12. COMMANDER, NAVAL SECURITY GROUP COMMAND, FT MEADE, MD
13. COMMANDER, OFFICE OF NAVAL INTELLIGENCE, WASHINGTON, DC
14. COMMANDER, NAVAL LEGAL SERVICE COMMAND, WASHINGTON, DC
15. COMMANDANT, NAVAL DISTRICT WASHINGTON, WASHINGTON, DC
16. COMMANDER, NAVY INSTALLATIONS, WASHINGTON, DC
17. SUPERINTENDENT, UNITED STATES NAVAL ACADEMY, ANNAPOLIS, MD
18. DIRECTOR, FIELD SUPPORT ACTIVITY, WASHINGTON, DC

19. DIRECTOR, NAVAL HISTORICAL CENTER, WASHINGTON, DC
20. COMMANDER, NAVAL SAFETY CENTER, NORFOLK, VA
21. PRESIDENT, BOARD OF INSPECTION AND SURVEY, NORFOLK, VA
22. PRESIDENT, U.S. NAVAL OBSERVATORY, WASHINGTON, DC
23. PRESIDENT, NAVAL WAR COLLEGE, NEWPORT, RI
24. SUPERINTENDENT, NAVAL POSTGRADUATE SCHOOL, MONTEREY, CA
25. COMMANDER, MILITARY SEALIFT COMMAND, WASHINGTON, DC
26. SECRETARY OF THE NAVY, WASHINGTON, DC
27. COMMANDER, U.S. PACIFIC COMMAND - PACOM
28. COMMANDER, U.S. JOINT FORCES, COMMAND - COMUSJFCOM NORFOLK,
VA
29. COMMANDER, NORTHERN COMMAND - USNORTHERNCOM CO
30. COMMANDER, STRATEGIC COMMAND - STRATCOM NE

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CHIEF OF NAVAL OPERATIONS STAFF NOMINATING COMMANDS

All staff and component elements assigned to the Chief of Naval Operations Staff including the following:

1. SECRETARY OF THE NAVY, PERSONNEL SUPPORT
2. CHAIRMAN, JOINT CHIEFS OF STAFF
3. PRESIDENTIAL CONTINGENCY PROGRAMS, WASHINGTON DC
4. DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
5. COMMANDING OFFICER, USS CONSTITUTION

**FOR OFFICIAL USE ONLY
(WHEN FILLED IN)**

SAMPLE NOMINATION FORMAT

1700
Serial Number

From: (Nominating Commanding Officer)
To: (Refer to OPNAVNOTE 1700, paragraph 5.a.(1) or 5.b
Via:

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2005 SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVNOTE 1700 Ser DNSC/4U661936

- Encl: (1) Information to support nomination (Include copies of last three regular performance evaluations (and transfer evaluations if during the three year time frame), page 4's covering last 3 years; letters of appreciation, commendation, or awards received during nominative period), Degree Certificate (if any), SMART Transcript (unofficial is acceptable).
- (2) Biography (Narrative format, starting with date and place of birth, civilian schooling, military service, current assignment, personal awards and medals, immediate family members, etc). Limit one type written page single-spaced.
- (3) Personal Award Recommendation (OPNAV 1650/3) for Navy Commendation Medal.
- (4) Two 5x7 color glossy photographs (one-front and side view), plain background, service Dress Blue uniform, uncovered.
- (5) 3.5" diskette w/complete package including a Biography and award write-up.

1. Per reference (a), _____ is nominated for the VCNO 2005 Naval Shore Activities Sailor of the Year.

2. Full name, address, and complete telephone number (work and home) of nominating command and service member.

a. Name (Last, First MI)

b. Rate/Rank: SSN:

Enclosure (3)

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- c. Present Duty Station:
 - d. Address:
 - e. Telephone: (W) (H)
 - f. Facsimile: (W) (H)
 - g. E-mail:
3. The following additional information is provided:
- a. Date of Birth (YYMMDD):
 - b. Active Duty Service Date (ADSD):
 - c. Advancement History (give dates):
 - (1) E-4:
 - (2) E-5:
 - (3) E-6:
 - d. Currently selected for advancement or commission (if **yes**, date to be advanced).
 - e. Family members (list names, age and dates of birth).
 - f. If selected as Sailor of the Month/Quarter/Year, give date(s) and command(s) in chronological order (first to last date).
 - g. Brief synopsis of significant professional achievements justifying selection (limit to three paragraphs).
 - h. Personal awards (**not unit awards**):
 - i. Nominee's off-duty community involvement:
 - j. List education background:
 - (1) Years of formal civilian schooling completed; include degree if attained. Include copy of any completed college degree - AA, BA, BS, MA, etc..and university and year completed. Include a copy of GED with date completed.

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(2) Navy "A", "B", "C" and/or "F" schools completed.

(3) Other self-study educational achievements attained while on active duty (include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non Traditional Education Support (DANTE) courses, and PACE I and/or II. Exclude training courses required for advancement.

4. Commanding Officer remarks (**limit to two paragraphs**):

(Signature)
(No "By direction")